



Test WES Pretest Editing User Guide 2024–25

Division of Academic Standards, Instruction and Assessment

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Test Web Edit System

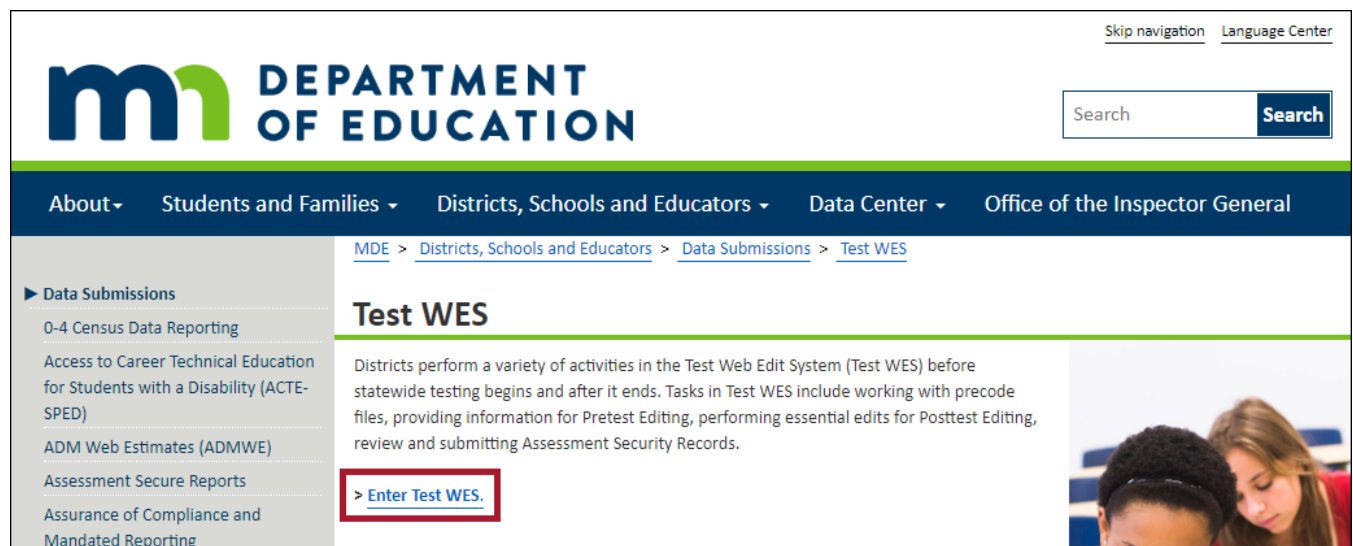
The Test Web Edit System (Test WES) is a secure Minnesota Department of Education (MDE) system in which authorized personnel complete a variety of activities related to statewide assessments. These include verifying student eligibility for testing, entering manual enrollment records for students who were not included in enrollment data previously sent to MDE, performing pretest edits, entering and reviewing Assessment Security Records, and completing posttest edits on test-related information. This user guide focuses specifically on Pretest Editing in Test WES and provides detailed information on the actions needed to complete tasks for the spring MCA and MTAS/Alt MCA assessments.

For more information, access the [Procedures Manual](#) referred to in this user guide (PearsonAccess Next > Resources & Training > Policies and Procedures).

Accessing Test WES

District Assessment Coordinators (DACs) gain access to MDE secure systems, including Test WES, through authorizations provided by their district's Identified Official with Authority (IOWA). These authorizations are provided through the EDIAM Security System, located on the [Data Submissions](#) page of the MDE website (MDE > Districts, Schools and Educators > Business and Finance > Data Submissions). Additional information on this process is available in the *New District Assessment Coordinators: Getting Access* document, posted on the [District Resources](#) page of the MDE website (MDE > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > District Resources under the District Assessment Coordinator Resources expandable heading). The [MDE Organization Reference Glossary \(MDE-ORG\)](#) can be used to look up the IOWA for a specific district (MDE > About > Schools and Organizations (MDE-ORG)).

To access Test WES, go to the [Test WES](#) page of the MDE website and select Enter Test WES (MDE > Districts, Schools and Educators > Business and Finance > Data Submissions). Note: Test WES is unavailable from 10 p.m. until 5 a.m. for nightly system maintenance.



The screenshot shows the MDE website header with the logo and navigation menu. The breadcrumb trail is: MDE > Districts, Schools and Educators > Data Submissions > Test WES. The main heading is 'Test WES'. The text below the heading reads: 'Districts perform a variety of activities in the Test Web Edit System (Test WES) before statewide testing begins and after it ends. Tasks in Test WES include working with precode files, providing information for Pretest Editing, performing essential edits for Posttest Editing, review and submitting Assessment Security Records.' Below this text is a red-bordered button with the text '> Enter Test WES.'. The left sidebar contains a list of links under the heading 'Data Submissions': '0-4 Census Data Reporting', 'Access to Career Technical Education for Students with a Disability (ACTE-SPED)', 'ADM Web Estimates (ADMWE)', 'Assessment Secure Reports', and 'Assurance of Compliance and Mandated Reporting'. There is also a search bar and a 'Language Center' link in the top right corner.

My Dashboard

The landing page after you log in to Test WES is **My Dashboard**. The Message Board contains information on upcoming tasks and activities, including relevant dates.

To the left of the message board is a navigation panel with a number of headings. Under the **Pretest Edit** heading, the following five features are available:

- District Options
- District Confirmations
- Precode Search and Edit
- Precode Download/Upload
- Precode Student Eligibility (Available on an on-going basis; refer to the *Test WES Precode User Guide* available in Test WES for additional information)

Note: If you are on any other screen in Test WES and wish to return to the My Dashboard page, select Back to Dashboard at the top or bottom of the screen.

The screenshot shows the 'Test Web Edit System' interface. At the top left is the 'mn DEPARTMENT OF EDUCATION' logo. At the top right is a 'Help' link. Below the logo is a navigation panel with several sections: 'Contact' (mde.testing@state.mn.us), 'Pretest Edit' (highlighted with a red box), 'Posttest Edit', and 'File Transfer'. The 'Pretest Edit' section contains five items: 'District Options', 'District Confirmations', 'Precode Search and Edit', 'Precode Download/Upload', and 'Precode Student Eligibility'. The main content area is titled 'My Dashboard' and contains a 'Message Board' with a heading, a paragraph of text, a note about PII, and two sections of tasks: 'District Options/Confirmations (begin Nov.XX)' and 'Pretest Activities (begin Nov.XX)'. The 'District Options/Confirmations' section has two main bullet points: 'By Jan.XX' (with sub-bullets for MCA and MTAS/Alt MCA test materials delivery and ISR distribution) and 'By May XX' (with sub-bullets for staff training, student eligibility, and results labels). The 'Pretest Activities' section has two main bullet points: 'By Jan.XX' (with sub-bullets for accommodations and test assignments) and 'Through MayXX' (with sub-bullets for custom groups, test assignments, and accommodations).

Note: The screenshots included in this user guide have generic dates, but specific dates and deadlines are included within the text of the user guide.

District Options

This screen allows you to select options for the MCA and MTAS/Alt MCA. Select **District Options** from the navigation panel on the Dashboard.

Test Web Edit System

District Options

Review and change the options below, as needed for your district. Note that there are separate deadlines for each area. The options are defaulted and can be changed by selecting the other radio button.

Test Materials Shipment

Choose the following options for the test materials shipment for MCA and MTAS/Alt MCA. The deadline to change these district options is Jan.XX, 20XX.

- Whether to ship test materials to the district or individual schools
- Whether test materials should be delivered on the first or second delivery date range
- Whether the district wants to receive MTAS/Alt MCA test materials automatically or order materials needed during additional orders

Reporting

Choose the following options for the final reports shipment for MCA and MTAS/Alt MCA. The deadline to change these district options is MayXX, 20XX.

- Whether your district wants to receive student results labels with the final Individual Student Reports (ISR) shipment
- Whether your district wants to receive paper copies of ISRs

Test Materials Shipment

Ship test materials to the district.

Ship test materials to individual schools.

Deliver test materials on Feb.XX-XX, 20XX.

Deliver test materials on Feb.XX-XX, 20XX.

Send MTAS/Alt MCA test materials automatically based on precode.

The district will order MTAS/Alt MCA test materials during the additional orders window.

Reporting

Do not send student results labels with final reports.

Send student results labels with final reports.

Send paper copies of ISRs for distribution to families.

The district will provide electronic copies of ISRs from PearsonAccess Next to families.

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Test Materials Shipment

District options in this section relate to the test materials shipment for MCA and MTAS/Alt MCA. The district options default to the first option; however, districts can change the option by selecting the other radio button. Once a new option is selected, it is saved automatically. The deadline to change the district options is Jan. 17, 2025. (Note: Nonpublic schools do not have an option for the test materials shipment location; all test materials are automatically sent to the school.)

Test Materials Shipment

Ship test materials to the district.
 Ship test materials to individual schools.

Deliver test materials on Feb.XX-XX, 20XX.
 Deliver test materials on Feb.XX-XX, 20XX.

Send MTAS/Alt MCA test materials automatically based on precode.
 The district will order MTAS/Alt MCA test materials during the additional orders window.

Further information is provided below. The default option is preselected and listed first.

Description	Options
<p>Test Materials Shipment Location</p> <p>Indicate where you would like test materials shipped.</p> <p>Note: All addresses used to ship test materials are pulled from MDE-ORG. Verify and update district and school addresses with your district site verification coordinator in MDE-ORG as needed. Unless there is an Assessment Shipping Address indicated, test materials are sent to the district’s physical address that is indicated in MDE-ORG.</p>	<ul style="list-style-type: none"> • Ship test materials to the district. • Ship test materials to individual schools.
<p>Test Materials Shipment Date</p> <p>Indicate the date range within which you would like the test materials to be delivered to your district/schools.</p>	<ul style="list-style-type: none"> • Deliver test materials on Feb. 18–20, 2025. • Deliver test materials on Feb. 25–27, 2025.

Description	Options
<p>Automatic Receipt of MTAS/Alt MCA Test Materials</p> <p>Indicate whether you want to automatically receive MTAS/Alt MCA test materials for any students with an MTAS/Alt MCA test assignment. Since test materials can be used by a Test Administrator for more than one student, districts may choose to order them during the additional orders window if they have historically received more materials than are needed.</p>	<ul style="list-style-type: none"> • Send MTAS/Alt MCA test materials automatically based on precode. • The district will order MTAS/Alt MCA test materials during the additional orders window.

Reporting

District options in this section relate to the final reports shipment for MCA and MTAS/Alt MCA. The district options default to the first option; however, districts can change the option by selecting the other radio button. Once a new option is selected, it is saved automatically. The deadline to change the district options is May 8, 2025.

Reporting

Do not send student results labels with final reports.

Send student results labels with final reports.

Send paper copies of ISRs for distribution to families.

The district will provide electronic copies of ISRs from PearsonAccess Next to families.

Further information about the options for the final reports shipment is provided below. The default option is preselected and listed first.

Description	Options
<p>Student Results Labels</p> <p>Indicate if you want student results labels sent to your district for MCA and MTAS/Alt MCA. Districts must change the option if they want to receive student results labels.</p> <p>Note: Districts can request student results labels even if they do not want to receive paper copies of MCA and MTAS/Alt MCA Individual Student Reports (ISRs). In addition, districts have the option to print their own labels from PearsonAccess Next, if needed.</p>	<ul style="list-style-type: none"> • Do not send student results labels with final reports. • Send student results labels with final reports.
<p>Copies of ISRs</p> <p>Indicate if you want to receive paper copies of MCA and MTAS/Alt MCA ISRs for distribution to families, or if you will instead provide electronic copies of ISRs. If districts select the second option, paper copies will not be sent to the district, and districts will instead provide the electronic ISRs from PearsonAccess Next to families in a secure manner (through a secure parent portal).</p> <p>Note: Districts may also choose to provide ACCESS and WIDA Alternate ACCESS ISRs electronically; however, all paper copies of ISRs are still sent to districts.</p>	<ul style="list-style-type: none"> • Send hard copies of ISRs for distribution to families. • The district will provide electronic copies of ISRs from PearsonAccess Next to families.

District Confirmations

This screen allows you to confirm information for statewide testing. Select **District Confirmations** from the navigation panel on the Dashboard.

Note: The last question is specific to Posttest Editing and cannot be completed during Pretest Editing. More information about this confirmation is available in the *Test WES Posttest Editing User Guide* found on the [Test WES](#) website.

District Confirmations
5555-09 MDE Assessment Control District

Review and confirm each area below. Note that there are separate deadlines for each area.

Reports

Confirm all individual student reports for 20XX were provided to families by Dec. X. Confirm by checking the box no later than Jan.XX, 20XX.

Test Administration

Confirm the following, by checking the boxes, no later than **May X**, 20XX.

- All staff involved with statewide testing have completed required trainings prior to test administration, including the DAC.
- All students in the district being administered alternate assessments (WIDA Alternate ACCESS and/or MTAS/Alt MCA) will meet all eligibility requirements at the time of testing.
- All policies and procedures were followed to ensure that students receive the supports or accommodations they require.

Posttest Editing

Confirm all posttest editing is complete by checking the box under Posttest Editing District Confirmation no later than **June X**, 20XX.

Reports

This district confirms that ISRs for 20XX were provided to families by Dec. X.

Test Administration

The district confirms all staff involved with statewide testing have completed required trainings prior to test administration this year, including the DAC.

The district confirms that all students indicated to take any alternate assessments will meet all eligibility requirements at the time of testing.

The district confirms that all policies and procedures were followed to ensure that students receive the supports or accommodations that they require.

Posttest Editing

The district completed Posttest Editing by either verifying there were no edits to be made or by resolving as many discrepancies as possible.

Reports

Districts must confirm that all individual student reports received for the 2024 test administration were delivered to families by Dec. 1, 2024, by checking the box under Reports. The deadline to confirm report delivery is Jan. 17, 2025. **New for 2024–25:** When results are delayed due to standard setting, efforts should be made to provide the results to parents/guardians as close to Dec. 1 as possible, but there is flexibility for this requirement for those assessments. If these efforts have been made this year for WIDA Alternate ACCESS, districts should check the confirmation box.

Reports
<input type="checkbox"/> This district confirms that ISRs for 20XX were provided to families by Dec. X.

Test Administration

Districts must also confirm information related to test administration, specifically for staff training and alternate assessment eligibility, by checking the boxes no later than May 8, 2025.

Test Administration
<input type="checkbox"/> The district confirms all staff involved with statewide testing have completed required trainings prior to test administration this year, including the DAC.
<input type="checkbox"/> The district confirms that all students indicated to take any alternate assessments will meet all eligibility requirements at the time of testing.
<input type="checkbox"/> The district confirms that all policies and procedures were followed to ensure that students receive the supports or accommodations that they require.

- Before testing, districts must confirm that all staff with any role in statewide test administration, including the District Assessment Coordinator, have completed required trainings prior to testing.
- Districts must confirm that all students in the district being administered alternate assessments (WIDA Alternate ACCESS and/or MTAS/Alt MCA) will meet all eligibility requirements at the time of testing.
 - If administered in the previous year, the MTAS automatically defaults as the student’s test assignment for that subject(s). However, alternate assessment administration decisions must be made annually by the Individualized Education Program (IEP) team and any defaulted test assignments should be confirmed.
 - You will also be asked to confirm a student’s eligibility for the MTAS/Alt MCA on a student-by-student basis on the Precode Search and Edit Screen when changing an individual student’s test assignment to MTAS/Alt MCA.
 - This indication also includes confirmation that processes to confirm WIDA Alternate ACCESS eligibility have been followed in the district.
- Districts must confirm that all policies and procedures were followed to ensure that students receive the supports or accommodations they require.

Precode Search and Edit

Precode Search and Edit Overview

The following tasks are completed in Precode Search and Edit:

Review the default **test assignment** for each student and change it, if necessary. Test assignment changes for MCA and MTAS/Alt MCA can be made throughout the testing windows.

- In order to receive test materials with your initial test materials shipment, MTAS/Alt MCA must be indicated by Jan. 17.
 - However, if your district chooses to order MTAS/Alt MCA test materials during the additional orders window rather than receiving them automatically (an option on the District Options screen), you will not receive MTAS/Alt MCA materials in the initial test materials shipment.
 - In addition, after Jan. 17, changing a test assignment does not automatically generate a test materials order in PearsonAccess Next. Any needed test materials must be ordered through the additional orders window in PearsonAccess Next beginning Feb. 18.
- May 1 is the last date to change test assignments for Reading and Mathematics for MCA and for all subjects for MTAS/Alt MCA (Reading, Mathematics, and Science).
- If a student needs to take the Science MCA and they are assigned the Science Alt MCA, the change to Science MCA can be made until May 8. The deadline to change from Science MCA to Science Alt MCA is May 1.

Identify the MCA/Alt MCA **accommodations or universal supports** that will be used for each student. **New for 2024–25:** Districts are not required to document for MDE which accommodations are provided on MTAS; however, the assistive technology online forms for Alt MCA requires codes to be indicated.

Universal supports that require a code to be indicated, as specified in Chapter 4 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures), must be indicated in Test WES.

- In order to receive the paper test materials with your initial test materials delivery, the applicable accommodations must be indicated by Jan. 17.
 - After Jan. 17, continue entering or updating accommodations and universal supports as needed prior to testing so that student enrollment data and eligibility information can continue to be updated in PearsonAccess Next for online testing and data entry. This is especially important for accommodations or universal supports where the code entered affects the online test, such as for accommodated text-to-speech for Mathematics MCA.
 - In addition, after Jan. 17, indicating a paper accommodation does not automatically generate a test materials order in PearsonAccess Next. Any needed test materials must be ordered through the additional orders window in PearsonAccess Next beginning Feb. 18.
- May 1 is the last date to indicate or change accommodations and universal supports for Reading and Mathematics MCA or Science Alt MCA.
- May 8 is the last date to indicate or change accommodations and universal supports for Science MCA.

Change the science **send indicator** to indicate which students are taking the high school Science MCA or Alt MCA.

- Grades 9–12 students who have previously taken a high school science assessment will have the Precode Indicator set to “N” (No) in Pretest Editing, which means they will not be loaded for science testing (but they will be included for all other subjects for which they are eligible). If any of these students are taking life science or biology courses again this year, their Precode Indicator will need to be changed to “Y” (Yes) to have their testing record loaded for testing. Students who have not taken a high school science assessment will default to “Y.”
- Optional: The send indicator can also be changed from “Y” to “N” for any students who will not take the high school science test this year (grade 9 students, for example). This will remove their high school science test eligibility from PearsonAccess Next.
- May 8 is the last date to change the science send indicator for high school Science MCA.

Indicate a **custom group** to organize how students’ records are loaded to PearsonAccess Next for test session and reporting group setup. A custom group can be added throughout the testing windows (through May 1 for Reading/Mathematics and through May 8 for Science MCA).

Precode Search and Edit Preparation

In preparation for making any changes needed in Precode Search and Edit, you will want to collect a list of students with the respective updates or edits that need to be made to the assessment they took last year, as well as any accommodations or universal supports that need to be indicated for each student. This information should come from each of your schools and/or teachers.

The following fields will already be set to default, and you will be able to make changes as needed:

- Students’ records will default to last year’s assessment for a given subject if they are still eligible (for example, a student will default to MTAS if the student had a valid MTAS score last year and is currently being reported as receiving special education services in student-level enrollment data submitted to MDE).
- Students who do not have a previous-year assessment will default to MCA.
- If students used an 18-point large print, 24-point large print, or braille test book last year, those accommodations will automatically default to those same options.
 - **New for 2024–25:** For the Science MCA, the 24-point large print test book will not be available for the MCA-IV series. Refer to Chapter 4 of the [Procedures Manual](#) for additional details (PearsonAccess Next > Resources & Training > Policies and Procedures).
 - Note: Braille will default to BC for contracted braille test books. Districts must change the code to BU if a student requires uncontracted materials.

Because we do not have prior year information for grade 3 students, grades 10 and 11 students (whose assessments in reading and mathematics were last administered in grade 8), and science (which are administered in grades 5, 8, and high school so there isn’t a test from last year), all test assignments for these

students default to the MCA with no accommodations or universal supports. You will have to make changes to test assignments and add accommodations and universal supports as needed.

Precode Search and Edit Functionality

Select **Precode Search and Edit** from the navigation panel on the Dashboard. There are many different search criteria you can use, and the criteria vary slightly depending on the test group selected. The test groups include:

- Reading/Math: Standards-Based Assessments (default)
- Science: Standards-Based Assessments

Precode Search and Edit
5555-09 MDE Assessment Control District

Enter your search criteria and select the Search button to display the matching records.

Test Group: Reading/Math: Standards-Based Assessments
School: Reading/Math: Standards-Based Assessments
Grade: Science: Standards-Based Assessments
EL: All | Special Education: All
Assigned Test: All | Test Changed: All
Custom Group:
Message: All

Last Name:
First Name:
Middle Name:
Date of Birth: (mm/dd/yyyy)
MARSS # (SSID):
Local Use Data:

[Back to Dashboard](#)

You can search for individual students by entering their information in the fields on the right. Partial entries are allowed in the Name and Custom Group fields but complete MARSS/SSID numbers and birth dates must be entered. You can also search for groups of students based on one or more criteria, such as assigned test or accommodation/universal support code, or by message, which can be used to display inactive records.

Once you have entered the student’s name and/or other search criteria, select **Search**. The student records matching the criteria will be displayed.

Precode Search and Edit
 5555-09 MDE Assessment Control District

Enter your search criteria and select the Search button to display the matching records.

Test Group: Reading/Math: Standards-Based Assessments
 School: All Schools in District
 Grade: All Subject: All Accom/Support Code: All
 EL: All Special Education: All
 Assigned Test: All Test Changed: All
 Custom Group:
 Message: All

Last Name: kang
 First Name: controller
 Middle Name:
 Date of Birth: (mm/dd/yyyy)
 MARSS # (SSID):
 Local Use Data:

MARSS WES - Preliminary 20XXF submitted Sep X 20XX 12:30PM

Select the Precode record to view and/or edit the record. Click on a column name to sort by that column. [View Legend](#)

Stat	MARSS #	Local Use	Student Name	Date of Birth	EL	SPED	Subject	School	Grade	Prior Test	Assigned Test	Alert	Acc/Sup	Custom Group
	555505555512	55555512	Kang, Controller	05/02/20XX	N	Y	M	101	05		MCA-III			
	555505555512	55555512	Kang, Controller	05/02/20XX	N	Y	R	101	05		MCA-III			

Search Results Count: 2

[Download Search](#)
[Edit](#)
[Student Eligibility](#)

[Back to Dashboard](#)

The box below the search boxes tells you when the most recent student-level enrollment data was submitted to MDE from your district.

Three buttons are available at the bottom of the page:

- **Download Search** allows you to download the current search results. You can use these lists as a resource to organize your Pretest Editing work or prepare for test administration. For example:
 - If you have students who are dual enrolled in your high school and Alternative Learning Center (ALC), you can search for all students in the ALC program and provide the list to staff to verify if these students will be testing at the ALC because this is where they are being sent for precode. If the testing location is incorrect, you can change it in Precode Student Eligibility.
 - You can search for students who have any accommodations or universal supports (or a specific accommodation or universal support) to prepare for test administration and assign Test Monitors.
- Select **Edit** to make changes to a student record. The first student record will automatically be selected. If you want to edit a different record, click on it so it is highlighted in blue and click Edit.
- Select **Student Eligibility** to make changes or view a student’s information in Precode Student Eligibility; this allows you to jump directly to Precode Student Eligibility from the search results. Any changes made in Precode Student Eligibility will be immediately reflected in Precode Search and Edit. More information on Precode Student Eligibility is available in the *Test WES Precode User Guide* found on the [Test WES](#) website.

The following chart provides the definitions for the columns in the table displaying the student records. More information on changing or resolving information that appears in these columns is included in later sections of this user guide.

Column Definitions for Precode Search and Edit Results (columns vary by test group)

Column Label	Definition
Stat	<p>This column will indicate the student’s status in Pretest Editing.</p> <ul style="list-style-type: none"> • If an “I” symbol appears, it means the record is marked inactive. Hovering over the symbol with your mouse will display further information about why the record is not being used. • If the column is blank, it means the record is active and will be sent in precode with the information indicated in Pretest Editing.
MARSS #	State student identification number used in the Minnesota Automated Reporting Student System (MARSS)
Local Use	Optional field used by some districts for internal student identification purposes
Student Name	Student’s name from state enrollment data
Date of Birth	Student’s date of birth from state enrollment data
EL	English learner indicator (Y/N) based on English learner status reported to MDE
SPED	Special education indicator (Y/N) based on special education status reported to MDE
Subject	Test subject
School	School number
Grade	Student’s grade reported to MDE (If multiple student records exist for a student, the student record with the lowest grade will be selected.)
Prior Test	Assessment administered to the student the year before; only available in the Reading/Math test group.

Column Label	Definition
Assigned Test	Student’s current test assignment, usually based on prior year’s test. An asterisk (*) will appear after the test name if the test assignment has been manually changed from the default assignment.
Alert	A red exclamation point (!) will appear if a student whose SPED status is N is assigned to MTAS/Alt MCA. New for 2024-25: An alert will also appear if the student is not being reported to MDE as having an IEP or 504 plan and is indicated for one or more accommodations.
Acc/Sup	<p>Accommodations or universal supports such as braille, large print, script/human reader, scribe, etc. that require a code to be indicated. Large print accommodations will be defaulted if used last year for Reading and Math MCA. Braille will default to BC (contracted braille). Accommodation and universal support codes can be entered for each student in Precode Search and Edit or uploaded by group in Precode Download/Upload. Refer to the Appendix for additional information.</p> <p>New for 2024–25: Districts are not required to document for MDE which accommodations are provided on MTAS; however, the assistive technology online forms for Alt MCA requires codes to be indicated.</p> <p>An alert will appear when a student who is not being reported to MDE as special education is indicated for MTAS/Alt MCA. New for 2024-25: An alert will also appear if the student is not being reported to MDE as having an IEP or 504 plan and is indicated for one or more accommodations.</p>
Custom Group	<p>The use of this field is optional. Custom Group is used to organize how student records will be loaded to PearsonAccess Next for the setup of MCA test sessions and reporting groups. For example, you can enter a teacher name or number, homeroom number, computer lab number, etc. Custom Groups can be entered for each student in Precode Search and Edit or uploaded by group in Precode Download/Upload.</p> <p>Note: Custom Groups cannot be entered for MTAS/Alt MCA.</p>
Send Indicator	Field in the Science test group used to indicate which high school student records should be sent in precode to take the high school Science MCA or Alt MCA. Send Indicators can be edited by student record in Precode Search and Edit or uploaded by group in Precode Download/Upload (when changing “Y” to “N” only).

Changing Test Assignments and Indicating Accommodations/Universal Supports

Select the test you want to edit by clicking anywhere in the row of the student record. Select **Edit** and the following screen will appear.

Precode Edit

MARSS # (SSID)	Local Use	Student Name	Date of Birth	Subject	School	Grade
555505555512	5555512	Kang, Controller	05/02/20XX	M	101	05

Test Group: Reading/Math: Standards-Based Assessments
Subject: M
Test Name: MCA-III
Change Test Name: None Selected ▼
Custom Group:

Accommodations/Universal Supports

12 18 24 AA AT-O BC BU HC HM HR MC SC SO SP

On this screen, you can change the test assignment by selecting the test in the **Change Test Name** drop-down menu. In the following example, the student's mathematics test assignment was changed to MTAS.

Precode Edit

MARSS # (SSID)	Local Use	Student Name	Date of Birth	Subject	School	Grade
555505555512	5555512	Kang, Controller	05/02/20XX	M	101	05

Test Group: Reading/Math: Standards-Based Assessments
Subject: M
Test Name: MCA-III
Change Test Name: MTAS-III ▼
Custom Group:

Accommodations/Universal Supports

12 18 24 AA AT-O BC BU HC HM HR MC SC SO SP

In this example, when **Save** is selected, a **Confirmation** message will appear in this example. The confirmation will appear any time you select MTAS. Select **OK** to confirm and return to the search results.

Precode Edit

MARSS # (SSID)	Local Use	Student Name	Date of Birth	Subject	School	Grade
555505555512	55555512	Kang, Controller	05/02/20XX	M	101	05

Test Group: Reading/Math: Standards-Based Assessments
 Subject: M
 Test Name: MCA-III
 Change Test Name: MTAS-III
 Custom Group:

Accommodations/Universal Supports

12 18 24 AA AT-O BC BU HC HM HR MC SC SO SP

- CONFIRMATION - By selecting MTAS, the district certifies that this student will meet all eligibility requirements at the time of testing.

OK **Cancel**

If a student is not being reported as special education to MDE, a **Warning** message will appear. This is an example in which the student’s test assignment was changed to MTAS but the student’s enrollment data for SPED indication is N. You can select **OK** to make the change. However, the warning message lets you know that if this test is administered and the SPED indication remains N, it will be invalidated during Posttest Editing. There may be some cases when the special education status reported to MDE is not correct and the student should be eligible for the assessment. As long as updated student-level data is submitted to MDE by the closing of the Posttest Editing window (in June), the test will not be invalidated.

Precode Edit

MARSS # (SSID)	Local Use	Student Name	Date of Birth	Subject	School	Grade
555505555552	5555552	Kang, Control	05/02/20XX	M	101	05

Test Group: Reading/Math: Standards-Based Assessments
 Subject: M
 Test Name: MCA-III
 Change Test Name: MTAS-III
 Custom Group:

Accommodations/Universal Supports

12 18 24 AA AT-O BC BU HC HM HR MC SC SO SP

- CONFIRMATION - By selecting MTAS, the district certifies that this student will meet all eligibility requirements at the time of testing.
- WARNING - This student does not appear to qualify for this assessment at this time. Any resulting score will be set to INV if the student does not qualify by the time posttest editing closes in June.

OK **Cancel**

After making changes to a student’s test assignment, there will be hashtags (#) when you return to the search results screen. The hashtags indicate that you have edited the test assignment and validations still need to occur. You will need to select the **Search** button to refresh the screen and your saved edits will appear.

Precode Search and Edit
 5555-09 MDE Assessment Control District

Enter your search criteria and select the Search button to display the matching records.

Test Group: Reading/Math: Standards-Based Assessments
 School: All Schools in District
 Grade: All Subject: All Accom/Support Code: All
 EL: All Special Education: All
 Assigned Test: All Test Changed: All
 Custom Group:
 Message: All

Last Name: kang
 First Name: control
 Middle Name:
 Date of Birth: (mm/dd/yyyy)

MARSS # (SSID):
 Local Use Data:

Search **Clear All**

MARSS WES - Preliminary 20XX submitted Sep X 20XX 12:30PM

Select the Precode record to view and/or edit the record. Click on a column name to sort by that column. [View Legend](#)

Stat	MARSS #	Local Use	Student Name	Date of Birth	EL	SPED	Subject	School	Grade	Prior Test	Assigned Test	Alert	Acc/Sup	Custom Group
	555505555552	55555552	Kang, Control	05/02/20XX	N	N	M	101	05		MTAS-III #	#		
	555505555552	55555552	Kang, Control	05/02/20XX	N	N	R	101	05		MCA-III			

Download Search **Edit** **Student Eligibility**

Once you have done this, the refreshed screen shows several changes:

- Assigned Test has turned to “MTAS-III” with an asterisk, which means that the test was manually changed.
- Because this student’s SPED indicator is “N,” the **Alert** displays a red exclamation point. Similar to the Warning message on the edit screen, this Alert lets you know that there is a conflict with the SPED status being reported to MDE.

Precode Search and Edit
 5555-09 MDE Assessment Control District

Enter your search criteria and select the Search button to display the matching records.

Test Group: Reading/Math: Standards-Based Assessments
 School: All Schools in District
 Grade: All Subject: All Accom/Support Code: All
 EL: All Special Education: All
 Assigned Test: All Test Changed: All
 Custom Group:
 Message: All

Last Name: kang
 First Name: control
 Middle Name:
 Date of Birth: (mm/dd/yyyy)

MARSS # (SSID):
 Local Use Data:

MARSS WES Preliminary 20XXF submitted Sep 3 20XX 12:30PM

Select the Precode record to view and/or edit the record. Click on a column name to sort by that column. [View Legend](#)

Stat	MARSS #	Local Use	Student Name	Date of Birth	EL	SPED	Subject	School	Grade	Prior Test	Assigned Test	Alert	Acc/Sup	Custom Group
	555505555552	55555552	Kang, Control	05/02/20XX	N	N	M	101	05		MTAS-III *	!		
	555505555552	55555552	Kang, Control	05/02/20XX	N	N	R	101	05		MCA-III			

You can also indicate an accommodation or universal support by selecting the appropriate code under the **Accommodations/Universal Supports** heading; refer to the Appendix for information about available accommodations and universal supports that require codes to be indicated. In the following example, the “18” (indicating an 18-point large print test book) was checked under Accommodations/Universal Supports for the student’s mathematics test. Note: Accommodation and universal support codes can also be indicated in Precode Download/Upload, which is addressed later in this user guide.

Precode Edit

MARSS # (SSID)	Local Use	Student Name	Date of Birth	Subject	School	Grade
555505555512	55555512	Kang, Controller	05/02/20XX	M	101	05

Test Group: Reading/Math: Standards-Based Assessments
 Subject: M
 Test Name: MCA-III
 Change Test Name: None Selected ▾
 Custom Group:

Accommodations/Universal Supports

12
 18
 24
 AA
 AT-O
 BC
 BU
 HC
 HM
 HR
 MC
 SC
 SO
 SP

New for 2024–25: If a student is not being reported to MDE as having an IEP or 504 plan, a Warning message will appear. In the example, the student was assigned an accommodation but the student’s enrollment data for the SPED indication is N and primary disability does not indicate the student has a 504 plan. You can select OK to make the change. However, the warning message lets you know that this student’s enrollment data should be updated to ensure the student is eligible for this accommodation. Their test will not be invalidated even if their student-level data is not updated by the closing of the Posttest Editing window (in June); however, MDE may follow up to evaluate the district’s use of accommodations for non-eligible students. An alert will also appear on the search results screen.

Note: In some cases, a student with an injury may be allowed to have an accommodation if supported by medical documentation (for example, a student with a broken arm having the scribe accommodation, or a student with a concussion requiring a paper test book), even if they do not have an IEP or 504 plan. Refer to Chapter 4 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) for more information and email mde.testing@state.mn.us to verify if an accommodation is allowed. In these cases, the Warning message and alert will still appear and you may proceed, but document the use of the accommodation in these situations on the *Test Administration Report* (TAR). The medical documentation must be kept with the TAR that documents the use of an accommodation in these instances.

Precode Edit

MARSS # (SSID)	Local Use	Student Name	Date of Birth	Subject	School	Grade
555505555552	5555552	Kang, Control	05/02/2013	M	101	05

Test Group: Reading/Math: Standards-Based Assessments
 Subject: M
 Test Name: MCA-III
 Change Test Name: None Selected ▾
 Custom Group:

Accommodations/Universal Supports

12
 18
 24
 AA
 AT-O
 BC
 BU
 HC
 HM
 HR
 MC
 SC
 SO
 SP

• Warning – This student does not appear to qualify for this accommodation at this time. Please confirm this indication is correct before test administration. Refer to the user guide for more information.

OK Cancel

In addition to Confirmation and Warning messages, you may receive an **Error** message if you chose a combination that is not allowed or not available, such as indicating both 18-point and 24-point large print test book accommodations as shown in the example below, or indicating any accommodations for MTAS. Unlike the case with confirmations and warnings, **you must resolve the error before you can move forward**. Click **Cancel** to return to the search results, or make changes and click **Save**.

Precode Edit

MARSS # (SSID)	Local Use	Student Name	Date of Birth	Subject	School	Grade
5555055555512	5555512	Kang, Controller	05/02/20XX	M	101	05

Test Group: Reading/Math: Standards-Based Assessments
 Subject: M
 Test Name: MCA-III
 Change Test Name: None Selected ▾
 Custom Group:

Accommodations/Universal Supports

12
 18
 24
 AA
 AT-O
 BC
 BU
 HC
 HM
 HR
 MC
 SC
 SO
 SP

• ERROR - the selected accommodations are in conflict with this assessment or with each other. Please select the appropriate accommodations for this student and this assessment.

Save Cancel

After making changes to a student’s accommodation(s), the hashtag (#) signs will not appear. For this student, the Acc/Sup field for the mathematics test displays “18” to indicate that the 18-point large print test book has been indicated. If this edit was completed before Jan. 17, the large-print test book will automatically be shipped for the student.

Precode Search and Edit

5555-09 MDE Assessment Control District

Enter your search criteria and select the Search button to display the matching records.

Test Group: Reading/Math: Standards-Based Assessments
School: All Schools in District
Grade: All Subject: All Accom/Support Code: All
EL: All Special Education: All
Assigned Test: All Test Changed: All
Custom Group:
Message: All
Last Name: kang
First Name: controller
Middle Name:
Date of Birth: (mm/dd/yyyy)
MARSS # (SSID):
Local Use Data:

Search **Clear All**

MARSS WES - Preliminary 20XXF submitted Sep 3 20XX 12:30PM

Select the Precode record to view and/or edit the record. Click on a column name to sort by that column.

[View Legend](#)

Stat	MARSS #	Local Use	Student Name	Date of Birth	EL	SPED	Subject	School	Grade	Prior Test	Assigned Test	Alert	Acc/Sup	Custom Group
	555505555512	5555512	Kang, Controller	05/02/20XX	N	Y	M	101	05		MCA-III		18	
	555505555512	5555512	Kang, Controller	05/02/20XX	N	Y	R	101	05		MCA-III			

Search Results Count: 2

Download Search **Edit** **Student Eligibility**

New for 2024–25: Districts are not required to document for MDE which accommodations are provided on MTAS; however, the assistive technology online forms for Alt MCA require a code to be indicated.

Precode Edit

MARSS # (SSID)	Local Use	Student Name	Date of Birth	Subject	School	Grade
555505555512	5555512	Kang, Controller	05/02/2014	S	101	05

Test Group: Science: Standards-Based Assessments
Subject: S
Test Name: ALTMCA-IV
Change Test Name: None Selected
Custom Group:
Send Indicator:

Accommodations/Universal Supports

AT-N AT-S

Save **Cancel**

Reviewing Inactive Records

Student records that are included in your district’s student enrollment data submitted to MDE but are not being sent in precode are considered inactive records in Pretest Editing. These records are grayed out and have the “I” symbol in the status column. You can use the Message dropdown menu to search for inactive records.

Precode Search and Edit
5555-09 MDE Assessment Control District

Enter your search criteria and select the Search button to display the matching records.

Test Group: Reading/Math: Standards-Based Assessments
School: All Schools in District
Grade: All | Subject: All | Accom/Support Code: All
EL: All | Special Education: All
Assigned Test: All | Test Changed: All
Custom Group:

Last Name:
First Name:
Middle Name:
Date of Birth: (mm/dd/yyyy)
MARSS # (SSID):
Local Use Data:

Buttons: Search, Clear All

Message dropdown menu (highlighted with a red box):
All
Any Inactive
Confirmed Enrollment
Different Enrollment Another District
Different Enrollment Lower Grade
Manual Enrollment in Another District

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If you pause your cursor over the “Message” search field name, a hover box will appear that explains what each message means.

Precode Search and Edit
5555-09 MDE Assessment Control District

Enter your search criteria and select the Search button to display the matching records.

Test Group: Reading/Math: Standards-Based Assessments
School: All Schools in District
Grade: All | Subject: All | Accom/Support Code: All
EL: All | Special Education: All
Assigned Test: All | Test Changed: All
Custom Group:

Last Name:
First Name:
Middle Name:
Date of Birth: (mm/dd/yyyy)
MARSS # (SSID):

Buttons: Search, Clear All

Message hover box:

Confirmed Enrollment	This precode record and the resulting eligibility is confirmed.
Different Enrollment Another District	A different enrollment record from another district is being used for this student.
Different Enrollment Lower Grade	A different enrollment record in a lower grade is being used for this student.
Manual Enrollment in Another District	A different precode record manually added by another district is being used for this student.

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The message for an individual student will also appear as you hover over each symbol in the status column.

Precode Search and Edit
5555-09 MDE Assessment Control District

Enter your search criteria and select the Search button to display the matching records.

Test Group: Reading/Math: Standards-Based Assessments
 School: All Schools in District
 Grade: All Subject: All Accom/Support Code: All
 EL: All Special Education: All
 Assigned Test: All Test Changed: All
 Custom Group:
 Message: All

Last Name: kang
 First Name: controller
 Middle Name:
 Date of Birth: (mm/dd/yyyy)
 MARSS # (SSID):
 Local Use Data:

Search
Clear All

MARSS WES - Preliminary 20XXF submitted Sep X 20XX 9:50AM

Select the Precode record to view and/or edit the record. Click on a column name to sort by that column. [View Legend](#)

Stat	MARSS #	Local Use	Student Name	Date of Birth	EL	SPED	Subject	School	Grade	Prior Test	Assigned Test	Alert	Acc/Sup	Custom Group
			A different enrollment record from another district is being used for this student.	02/27/20XX	N	N	M	119	05	MCA-III	MCA-III			

Download Search Edit Student Eligibility

The messages that can be searched are described below.

1. **Any Inactive:** This option will display all inactive student records for your district.
2. **Confirmed Enrollment:** This option will display all active student records. Use this search if you want to only look at student records that are being sent in precode.
3. **Different Enrollment Another District:** Student records can only be sent for one district; based on precode criteria, the student record is being sent for another district. If the student is testing in your district, use Precode Student Eligibility to add the student to your district.
4. **Different Enrollment Lower Grade:** The student record will be sent for the site with the lowest grade. If the student is dual enrolled in two grades, refer to Chapter 9 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) for additional information on testing the student.
5. **Manual Enrollment in Another District:** Another district changed the student’s testing location in Precode Student Eligibility, and the student record is being sent for that district. If the student is testing in your district, use Precode Student Eligibility to add the student to your district.

The following is an example of a student record that is inactive because a different enrollment record from another district is being used. To change the testing location to your district, select the student’s record and click on the **Student Eligibility** button, which will take you directly to that student’s record in the Precode Student Eligibility screen.

Precode Search and Edit
 5555-09 MDE Assessment Control District

Enter your search criteria and select the Search button to display the matching records.

Test Group: Reading/Math: Standards-Based Assessments
 School: All Schools in District
 Grade: All Subject: All Accom/Support Code: All
 EL: All Special Education: All
 Assigned Test: All Test Changed: All
 Custom Group:
 Message: All

Last Name: kang
 First Name: controller
 Middle Name:
 Date of Birth: (mm/dd/yyyy)
 MARSS # (SSID):
 Local Use Data:

Search
 Clear All

MARSS WES - Preliminary 20XXF submitted Sep X 20XX 9:50AM

Select the Precode record to view and/or edit the record. Click on a column name to sort by that column. [View Legend](#)

Stat	MARSS #	Local Use	Student Name	Date of Birth	EL	SPED	Subject	School	Grade	Prior Test	Assigned Test	Alert	Acc/Sup	Custom Group
			A different enrollment record from another district is being used for this student.	02/27/20XX	N	N	M	119	05	MCA-III	MCA-III			

Download Search Edit **Student Eligibility**

On the Precode Student Eligibility screen, you can manually add the student to your district.

Add **Clear All**

- This precode record and the resulting eligibility is confirmed. This precode enrollment record has been sent to Pearson.
- Successful Validation of SSID

Precode Eligibility

School	Grade	Test Name	Subject	Type	Administration	Send	Status
4295-07-010	05	MCA-III	M	Census	MCA	Y	Not Delivered
4295-07-010	05	MCA-III	R	Census	MCA	Y	Not Delivered
4295-07-010	05	MCA-IV	S	Census	MCA	Y	Not Delivered

Entering Optional Custom Group

Custom Group is an optional feature that can be used to organize student records for test session and reporting group set up. Custom group can be indicated on an individual student record from the Precode Search and Edit screen or uploaded in a spreadsheet on the Precode Download/Upload screen. The Precode Download/Upload screen will be addressed in the next section.

Note that student records that are not indicated with a custom group will automatically be loaded to PearsonAccess Next in a generic group, but any accommodations or universal supports entered may affect how students are grouped. For example, the testing record of a student without any accommodations or universal supports would be loaded to a Main group (for example, MAIN – GR 03 MATH), whereas a testing record for a student who will require data entry will be loaded to a Data Entry group (for example, DE – GR 03 MATH).

The following are additional details about custom group:

- Custom group can be indicated throughout the testing windows.
- You can add up to 100 characters; allowable characters are A–Z, a–z, 0–9, hyphen, apostrophe, space, period, and colon.
- If a student changes schools in the same district, the custom group entered for School A will continue to appear for School B. The custom group can be edited if needed.
- If the student moves to a new district (or a new grade within a district), the custom group for the previous district (or prior grade within a district) will not appear.
- If a student is already added to a test session in PearsonAccess Next and only the custom group is updated, the student will NOT be removed from the test session.
- Custom groups cannot be added for MTAS or Alt MCA.

To add a custom group for a student, click on the student’s record. Select **Edit**. Enter the group name in the **Custom Group** field; in this case, the student will be testing in Mrs. Smith’s testing group, so the custom group added is “Mrs. Smith”.

Precode Edit

MARSS # (SSID)	Local Use	Student Name	Date of Birth	Subject	School	Grade
555500000121	121	Abigail, Control	12/02/20XX	R	201	05

Test Group: Reading/Math: Standards-Based Assessments
Subject: R
Test Name: MCA-III
Change Test Name: None Selected ▼
Custom Group: Mrs. Smith

Accommodations/Universal Supports

12 18 24 AA AT-O BC BU MT SC

Save **Cancel**

Once **Save** is selected, you will return to the Precode Search and Edit screen. The added Custom Group will appear in the student’s record in the Custom Group column.

Changing High School Science Send Indicator

The Science MCA and Alt MCA **Send Indicator** can be used to indicate which high school students will or will not take the high school Science MCA or Alt MCA. All students in grades 5 and 8 must participate in the Science MCA or Alt MCA for that grade and will default to “Y” (Yes). The Send Indicator cannot be edited for grades 5 and 8.

- Grades 9–12 students who have previously taken a high school science assessment will have the Send Indicator set to “N” (No), which means they will not be loaded for science testing (however, they will be included for all other subjects they are eligible for).
 - The Send Indicator will also be set to “N” if the student received a Not Complete (NC) score code or had one of the following test codes indicated in the past: Extenuating Circumstances – Not Attempted (EXC-N), Extenuating Circumstances – Attempted (EXC-A), Medical Excuse (ME), any Invalidation (INV-D, INV-S, or INV-O), or either Refusal (REF-P or REF-S).
 - If any of the students listed above are retaking life science or biology courses this year, their Send Indicator will need to be changed to “Y” to be loaded for testing.
 - Refer to Chapter 2 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) for additional guidance on when students need to retake the high school science assessment.
 - Students who were unable to take the High School Science MCA in 2019–20 or 2020–21 due to COVID-19 or other extenuating circumstances will not take the assessment this year (or any other year), unless they are retaking their life science/biology coursework.
- Grades 9–12 students who have not taken a high school science assessment will be defaulted as “Y.” The Send Indicator can be changed from “Y” to “N” for any students who will not be taking the high school science test this year (for example, if no grade 9 students are completing their life science coursework, none will be testing this year). This will remove their eligibility in PearsonAccess Next. Note that changing the Send Indicator for these students is **optional**; if students will not be testing, no further action is required.

The Send Indicator can be indicated on an individual student record from the Precode Search and Edit screen or through Precode Download/Upload. Refer to the next section for information about changing the Send Indicator through Precode Download/Upload.

To change the Send Indicator, ensure you have the Science: Standards-Based Assessments test group selected under the Test Group dropdown on the Precode Search and Edit screen.

In the following example, the **Test Group** is set to Science: Standards-Based Assessments and the **Grade** is set to 11. The last column in the search results is the Send Indicator. To change the Send Indicator for an individual student, click the student’s record and select **Edit**.

Precode Search and Edit
 5555-09 MDE Assessment Control District

Enter your search criteria and select the Search button to display the matching records.

Test Group: Science: Standards-Based Assessments
 School: All Schools in District
 Grade: All Subject: All Accom/Support Code: All
 EL: All Special Education: All
 Assigned Test: All Test Changed: All
 Send Indicator: All
 Custom Group:
 Message: All

Last Name:
 First Name:
 Middle Name:
 Date of Birth: (mm/dd/yyyy)
 MARSS # (SSID):
 Local Use Data:

Search **Clear All**

MARSS WES - Preliminary 20XXF submitted Sep X 20XX 12:30PM

12/31/20XX

Select the Precode record to view and/or edit the record. Click on a column name to sort by that column. [View Legend](#)

Stat	MARSS #	Local Use	Student Name ^	Date of Birth	EL	SPED	Subject	School	Grade	Assigned Test	Alert	Acc/Sup	Custom Group	Send Indicator
	555500000971	971	ABDI, CONTROL H	12/31/20XX	N	N	S	201	11	MCA-IV				<input type="checkbox"/> N
	555500000973	973	ABDI, CONTROL H	12/31/20XX	Y	N	S	201	11	MCA-IV				<input type="checkbox"/> Y
	555500000725	725	ABDUMOLLA, CONTROL I	12/08/20XX	Y	N	S	201	11	MCA-IV				<input type="checkbox"/> Y
	555500000121	121	Abigail, Control	12/02/20XX	N	N	S	201	05	MCA-IV				<input type="checkbox"/> Y
	555500000881	881	AFYARE, CONTROL S	01/01/20XX	N	N	S	201	10	MCA-IV				<input type="checkbox"/> Y
	555500000875	875	AHMED, CONTROL O	08/14/20XX	Y	Y	S	201	10	MCA-IV				<input type="checkbox"/> Y

Page 1 of 54

Search Results Count: 320

The **Send Indicator** box is unchecked, which indicates that the Send Indicator is set to “N.” To change the Send Indicator to “Y,” click the box to add the checkmark.

Precode Edit

MARSS # (SSID)	Local Use	Student Name	Date of Birth	Subject	School	Grade
555500000971	971	ABDI, CONTROL H	12/31/20XX	S	201	11

Test Group: Science: Standards-Based Assessments
 Subject: S
 Test Name: MCA-IV
 Change Test Name:
 Custom Group:
 Send Indicator:

Accommodations/Universal Supports

12 18 AA AT-N AT-O AT-S BC BU CR HR SC

Once **Save** is selected, you will return to the Precode Search and Edit screen. The Send Indicator will appear as “Y.”

Precode Download/Upload

This screen allows you to download the current precode files that include all students for your district by test group (Reading/Math or Science). It also allows you to enter **Accommodations/Universal Supports** (for individual students for all MCA test subjects and Science Alt MCA), enter **Custom Groups** (for individual students for all test subjects), and/or change the high school science **Send Indicator** (for individual students who will not be taking the high school science test this year) in the downloaded precode file. You can then upload all the edits rather than entering them for individual students on the Precode Search and Edit screen. **New for 2024–25:** Codes for Science Alt MCA (assistive technology online forms) can also be uploaded.

Custom groups can be indicated throughout the testing windows for MCA; files can be uploaded and downloaded throughout the testing windows. However, any codes for accommodations that require test materials must be entered by Jan. 17 in order to receive the test materials automatically.

A few important notes for Precode Download/Upload functionality include the following:

- While the Custom Group column is available in the Precode Download/Upload files for MTAS/Alt MCA, **do not make updates to this field since custom groups are not used for MTAS/Alt MCA.** Any custom groups added to the file for MTAS/Alt MCA will cause an error when the file is uploaded.
- For the high school science Send Indicator, **only** changes from Y to N are supported via upload. If you have a student in grades 9–12 who is retaking their life science or biology course and needs to re-take the Science MCA, then you must make this change (from N to Y) on an individual student basis on the Precode Search and Edit screen. Please refer to the *Changing High School Science Send Indicator* section of this user guide for more information.

- Because the testing window for Reading and Mathematics MCA ends on May 2, the last date files can be uploaded for the Reading/Math test group is May 1. While the Reading/Math test group will still appear on the Precode Download/Upload screen after this date, no files can be uploaded.
- Because the testing window for Science MCA ends on May 9, the last date files can be uploaded for the Science test group is May 8. Note: Any changes to Alt MCA after May 1 will not be sent to Pearson.

Select **Precode Download/Upload** from the navigation panel on the Dashboard.

- You can download your district’s current precode file by test group to view the student records that will be sent to Pearson (by school, grade, and subject) by selecting the **Download Current Precode File** button.
- If desired, once you have made changes to accommodations/universal supports, custom group, and/or send indicator, select **Upload Updated Precode File** to upload the changes. Ensure you are uploading the file for the correct test group (Reading/Math or Science).

Precode File Download/Upload
5555-09 MDE Assessment Control District

Download the current precode files for your district by test group, as needed. The deadline to upload any files is **May X, 20XX** for the Reading/Math test group and **May X, 20XX** for the Science test group.

- You can upload the files for the Reading/Math or Science test groups to indicate accommodations or universal supports by student.
- You can upload the files for Reading/Math or Science test groups to indicate a custom group name for MCA. This entry will group students so that those students will be in a specified group in PearsonAccess Next.
- You can upload the files for the Science test group to change the send indicator for high school science from Y (yes) to N (no) for any students who will not be taking the high school science test this year.

If student demographic information is missing or wrong, updated student enrollment information must be submitted to MDE. If changes are needed for other fields, like test assignment, they must be made on the Precode Search and Edit screen.

Any edits to the uploaded precode file will override previous edits made in Precode Search and Edit.

Select Test Group:

Excel Download
 Text Download

Edits should not be made to any other columns in the precode file that is downloaded other than the following:

- Reading and Math: edits to column H (Custom Group) and column I (Accommodation/Universal Support Codes) only.
- Science: edits to column H (Custom Group), column I (Accommodation/Universal Support Codes), and column J (Send Indicator). Remember, changing the precode Send Indicator for high school to “Y” in the upload file will not change the student’s indicator in Precode Search and Edit. Only changes to “N” in the upload will be reflected.

Edits made to any other fields will be ignored when uploaded, and none of those edits will be saved. Columns should not be deleted in the file that you plan to upload, but you have the option to delete the rows where no changes were made if you only want to upload changes for a smaller group of students. In addition, do not

change the formatting for information in the fields that are already populated (for example, do not reformat the MARSS/SSID numbers as numbers; they should remain formatted as text).

Please use caution when uploading files through Precode Download/Upload. Any edits to the uploaded precode file will override previous edits made on individual student records in Precode Search and Edit. If, for example, you are making changes individually for accommodations/universals support but upload a file with only send indicators, any accommodations entered in the time between the download and upload would be removed.

For uploading accommodations, the following requirements must be followed:

- You can add up to 100 characters; allowable characters are A–Z, a–z, 0–9, hyphen, apostrophe, space, period, and colon.
- Accommodations and universal supports must be entered using the appropriate codes (HR instead of script/human reader, for example) as indicated in Chapter 4 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) or the Appendix of this user guide.
- Codes are case sensitive and must be entered as all capital letters (for example, BU instead of bu).
- Multiple codes may be added for a student, but they must be separated by the pipe symbol (|), which is added by selecting Shift and the backslash (\) key. Refer to the Appendix for information on codes that conflict and cannot be entered together, as they will cause an error when uploading the file.



For this example, the Science MCA and Alt MCA current precode file was downloaded.

Accommodation/universal support codes were added in column I to specific student records as needed. The Custom Group of “Mr. Wright” was entered in column H to make online test session set up in PearsonAccess Next easier. Finally, since no grade 9 students are taking the high school Science MCA, the Send Indicator in column J was changed from “Y” to “N” for these students.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Test Group	District Number	District Type	School Number	Grade	MARSS Number	Subject	Custom Group	Accommodation Codes	Send Indicator	Local Use Data	Last Na
2	3	4170	07	013	05	5555000000197	S			N	197	Birch
3	3	4170	07	013	05	5555000000188	S			N	188	Ash
4	3	4170	07	013	05	5555000000200	S	Mr. Wright		Y	200	Maple
5	3	4170	07	013	05	5555000000201	S	Mr. Wright		Y	201	Oak
6	3	4170	07	013	05	55550000004963	S		18	Y	4963	Pine
7	3	4170	07	013	05	5555000000199	S			Y	199	Redwood
8	3	4170	07	013	05	5555000000192	S		HR	Y	192	Elm
9	3	4170	07	013	05	5555000000155	S		CR	Y	155	Mahogany
10	3	4170	07	013	05	555505555552	S			Y	5555552	Baobab

When you have finished indicating accommodation/universal support codes, custom group, and/or changing the high school science send indicator, you will save the edits to the current precode file and then select **Upload Updated Precode File**. Once you upload the file, the changes will be reflected in Precode Search and Edit.

Note: Do not change the file type to a different file type (csv or txt files); simply upload the file in the same format it downloads in.

Appendix – Accommodation and Universal Support Information

While an overview of accommodations and universal codes is provided for reference for Pretest Editing, refer to Chapter 4 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) for detailed information about selecting and administering accommodations and universal supports for the MCA and Alt MCA.

Large print (18 and 24) accommodations are defaulted in Pretest Editing if used last year for Reading and Math MCA. Braille will default to BC for contracted braille test books. Districts must change the code to BU if a student requires uncontracted materials.

New for 2024–25: With new assessments, MDE seeks to continuously improve the supports, tools, and accommodations available. As a result, some accommodations and supports will only be available for the Science MCA, as they are developed along with the new assessment. As new assessments in reading and mathematics are developed, those accommodations and supports will be communicated ahead of their first administration. In addition, some codes have been updated for all assessments. Refer to the *Procedures Manual* for more information.

Accommodation/Universal Support Code Definitions (codes vary by subject)

Code	Definition
12	12-point test book
18	18-point test book
24	24-point test book
AA	Approved accommodation
AT-N	Assistive technology online form – non-screen reader
AT-O	Other assistive technology devices
AT-S	Assistive technology online form - screen reader
BC	Braille version of the test book - Contracted
BU	Braille version of the test book - Uncontracted

Code	Definition
CR	Co:Writer Universal and Read&Write TestNav extensions for science constructed response items only
HC	Handheld calculator, mathematics manipulatives, or an abacus for grades 3–8 mathematics
HM	Hmong pop-up translation for online mathematics
MC	Accommodated text-to-speech for mathematics
HR	Script for mathematics or science
MT	Allow student to read a reading test aloud, recording their voice for later playback
SC	Scribe
SO	Somali pop-up translation for online mathematics
SP	Spanish pop-up translation for online mathematics

Paper Test Materials

For MCA, if the applicable code is entered in Test WES by Jan. 17, the appropriate test materials will automatically be sent. This includes the following:

- Braille versions of test materials (BC or BU)
- Large print test book (18 or 24)
- Scripts for Mathematics MCA (HR); a regular print paper test book and script are sent (if a student requires a large print test book, that applicable accommodation code also must be entered).
- Scripts for Science MCA (HR); a script is sent. Note: If a student requires a test book, that applicable accommodation code **also** must be entered—no test book is automatically sent if only HR is indicated for science.
- Regular print test books for Reading, Mathematics, or Science MCA (12). Regular print test books for Mathematics MCA are also sent if handheld calculator or mathematics manipulatives/abacus (HC) is indicated.

After Jan. 17, codes must still be indicated in Test WES, but any needed test materials must be ordered through the additional orders window in PearsonAccess Next beginning Feb. 18.

Code Conflicts

Some accommodations and universal supports can be used together, but others cannot. In Precode Search and Edit, you cannot save a record if one of the following conflicts exists. Similarly, these conflicts will cause an error when uploading a file in Precode Download/Upload.

- Paper test books (12, 18, 24, BC, or BU) cannot be indicated or used together.
- Both the MC (accommodated text-to-speech) and HR (script/human reader) codes cannot be indicated or used together.
- The MC (accommodated text-to-speech) code cannot be indicated with the codes for paper test books (12, 18, 24, BC, or BU) or used together.
- The 12 (regular print test book), HC (handheld calculator), and/or HR (script/human reader) codes cannot be indicated together in Test WES during Pretest Editing for Mathematics MCA. If a student requires a script, the HR code must be indicated. The other codes can be indicated during Posttest Editing.
- Similarly, the large print and braille codes (18, 24, BC, or BU) cannot be indicated with HC. The applicable test book code should be indicated to ensure the correct test materials are sent.
- The HM (Hmong), SO (Somali), and SP (Spanish) online pop-up translation codes cannot be used together or indicated with any of the following:
 - Codes for paper test books (12, 18, 24, BC, or BU)
 - Codes that require paper test materials (HC or HR for mathematics)
- The assistive technology forms (screen reader and non-screen reader versions) cannot be used together.
- The AT-S (assistive technology screen-reader form) and CR (Co:Writer Universal/Read&Write) cannot be used together.

Note: Handheld calculator is only a valid accommodation for grades 3–8 Mathematics MCA. While it can be entered in Test WES for grade 11, the HC accommodation will not be sent to Pearson. Handheld calculators are allowed for the grade 11 Mathematics MCA so an accommodation should not be indicated.